



Passive House Institute  
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### **Application for accreditation as an assessing body for the "Certified Passive House Designer/Consultant" qualification through building documentation**

The Passive House Standard is the world's leading standard for energy efficient building construction. Competent qualified designers are needed for the successful implementation of this building standard.

Certification as a "Certified Passive House Designer" or a "Certified Passive House Consultant" was developed by the Passive House Institute (hereafter referred to as PHI) to substantiate such qualifications.



This certificate can be attained either through documentation of a completed and certified Passive House building or through successful completion of an examination. The objective of this further training opportunity is to significantly improve the qualifications of designers and consultants, ensuring the quality of new Passive House constructions and retrofits with Passive House components is of a high standard.

For appropriate interested parties, the PHI offers the opportunity to be accredited as an assessing body for the "Certified Passive House Designer/Consultant" qualification through building documentation.

The accredited assessing body shall forward the building documentation to the PHI together with all other necessary documents after successful initial checking. After successful secondary checking, the PHI shall issue the "Certified Passive House Designer/Consultant" certificate.

The PHI shall charge the assessing body a fee for each set of building documentations received, the amount of which is set out in the fee schedule. Building documentation may be compiled in the languages offered by the assessing body; a summary must be provided in English.

The quality of the review of building documents depends on the professional competence of the assessing body. A prerequisite for accreditation as an assessing body is that the assessors involved possess a sufficiently high degree of professional competence with regard to the planning of Passive House buildings.

For accreditation as an assessing body, please fill in the form in Appendix 1 (Details of Assessing Body), and the form in Appendix 2 (Details of Assessor) for each assessor, and send both signed forms to us for checking (via post or e-mail).

## Appendix 1: Details of Assessing Body

<b>Prospective Assessing Body</b>	
Name of institution	
Street, number	
Postcode, town/city	
Country	
Contact person	
Telephone number	
Fax	
E-mail	
<p>The above-mentioned institution</p> <p><input type="checkbox"/> hereby applies for accreditation as an assessing body "Certified Passive House Designer/Consultant" qualification through building documentation.</p>	
<p>Assessors for building documentation (names, forenames) See Appendix 2 for further information</p>	
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I request verification of the prerequisites for accreditation as an assessing body for the "Certified Passive House Designer/Consultant" qualification through building documentation and confirm that all the information provided above is correct.  
I confirm that the checking of building documentation will be carried out by the assessors who have been named above and who have been declared as suitable by the PHI.

.....  
Place, date

.....  
Signature and company stamp  
of the applicant

## Appendix 2: Details of Assessor

<b>Assessor of building documentation</b>	
Name of institution	
Name, forename of assessor	
Qualification	
Street, number	
Postcode, town/city	
Country	
Telephone	
Fax	
E-mail	
Certified Passive House Designer? If "yes" then state where and when certification took place	
Certified Passive House building? If "yes" then state name of certifier and Project ID in <a href="http://www.passivehouse-database.org">www.passivehouse-database.org</a>	

Experiences with Passive House construction (key points relating to consultancy activities, when involvement in this subject began, related publications and activities, participation in specialist events, iPHA membership) or projects listed in [www.passivehouse-database.org](http://www.passivehouse-database.org):

I request verification of the prerequisites for working as an assessor for the above-mentioned institution and confirm that the information provided above is correct.

.....  
Place, date

.....  
Signature